

## ATTACHMENT I – STATEMENT OF WORK



### Peace Corps / Colombia *Statement of Work*

### *Language and Culture Facilitator – LCF (short term)*

#### **BASIC FUNCTION OF POSITION:**

The Language Cultural Facilitator's (LCFs) main responsibilities are to provide Peace Corps Trainees instruction in Spanish, Colombian regional variations, particularly those of the Caribbean Coast Region and the Andean Region (Cundi-boyacense Region), using Peace Corps' competency based system, to ensure that the Trainees achieve linguistic functionality in all activity areas. Additionally the LCF has a role in integrating technical vocabulary from the specific Trainee sector (Teaching English as a Foreign Language TEFL or Community Economic Development CED), supporting community-based projects for the Trainee, and facilitating practicum-based learning in TEFL and CED. The team of LCFs also works closely with the Host Family Coordinator to train host families and assist in the selection process. LCFs serve as the primary contacts for Trainees regarding linguistic and cultural aspects of Pre-service Training. The LCFs coordinate and report their daily activities with the designated Language and Cultural Coordinator (LCC) and to the Training Manager when required.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **I. Preparation phase of Pre-Service Training (TOT):**

- In coordination with the Host Family Coordinator, participates in the visitation of host families.
- Provides information for and helps to facilitate the matching process for Trainees with their host families, in coordination with the HFC.
- Help Host Families to understand American's culture and vice versa by means of among others cultural codes, non-verbal language, and behavior.
- Participates in all Training of Trainer (TOT) sessions and activities prior to PST, which may include language tutoring or assessment of invitees during Pre-Departure time.
- Assists with the design and implementation of the PST orientation retreat for Trainees upon their arrival in country.
- During TOT, the LCF works closely with all PST staff to explore and understand the goals and philosophy of Peace Corps training, concepts of integrated training, session design and planning, reporting procedures, and working as a team.
- Studies and adopts the Community-Based Training (CBT) approach implemented by Peace Corps Colombia. With the training team helps develop the language training design based on prior PC language programs, best practices, and available materials and platforms in the most suitable format (face-to-face, distance learning or blended).

- Coordinates closely with the TEFL or CED Program Managers and Program and Training Specialists (PTS) to coordinate the application of linguistic skills in each of these sectors in the community.
- Participates in the preparation of language training sessions, materials, and resources under the supervision of the LCC. Also assists the LCC with the preparation of materials, sessions, and activities for the cross-cultural component of training.
- Apply language and proficiency tests (LPI) to invitees before arrival and throughout PST. Tests could be performed virtually or in-person.
- Participates in all required trainings hosted by PC, especially to those essential for the betterment of daily duties and /tasks performance.
- Seek out for improvement opportunities on PC language assessment methods.

## **II. Pre-Service Training Phase**

- Teaches target language classes to a small group of Trainees using a variety of communicative approaches and interactive learning methods. Classes will be taught at the Trainees' cluster site for approximately four to six hours per day. Classes will be in Spanish.
- Leads participatory training sessions and community activities at the cluster site, ensuring various and creative learning opportunities for Trainees.
- Supports practicums in schools, with youth groups, and a community project that is Trainee driven.
- Participates in training field trip activities.
- Provides regular and consistent feedback to Trainees concerning language acquisition and performance. In coordination with the Language and Cultural Coordinator, helps design and implements assessment and evaluation tools to be used to gauge Trainees' proficiency levels.
- Encourages Trainees' comments and evaluations of language classes and activities; responds to constructive criticism and strives to adjust sessions accordingly.
- Works closely with the LCC to implement valuable cross-cultural learning activities at the training/cluster site. Collaborates with the PTS on technical training, facilitating communication, scheduling, and activities.
- Acts as a resource person for Trainees on cultural topics of interest. Strives to present objective, unbiased views of Colombian traditions and practices, especially those related to Caribbean Region culture, and encourages and guides Trainees to seek out answers to their own questions.
- Participates in all training staff meetings, providing detailed feedback and comments on Trainees' performance and adjustment at site.
- Documents progress and competency levels of Trainees in language acquisition (under the guidance of the LCC) to inform decisions to recommend or not recommend that a Trainee become a Peace Corps Volunteer.
- Visits host families to monitor and evaluate within the home-stay setting the Trainees' language learning progress and cultural adaptation.
- Coordinates weekly with the LCC, and/or TM if required, to report any Trainees issues whether they be related to language, host family relationships, and behavior.

## **III. Post-Pre-service Training Phase**

- Submits final session designs and report elements as required.
- Participates in language program assessments in order to make recommendations and suggestions for next PST.

- Participates in oral debriefings as required.
- Submits recommendations for in-service training, including topics that need follow up, and for individualized tutoring needs of Trainees who have become Volunteers.

#### **IV. Safety & Security:**

- Assist in the implementation of the EAP, a communications drill or in any other safety and security measure when requested by his/her supervisor or the Safety and Security Manager. Reports any direct or indirect knowledge of a safety and security incident experienced by a PCT or PCV to the Safety Manager.
- If required, assists the SSM and the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
- Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
- Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
- Participates in the training and implementation of the Emergency Action Plan.
- Actively participates in training simulations and actual emergency situations to ensure the safety and security of the Volunteers and Trainees.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

#### **V. Other Duties**

- When requested, attends administrative staff meetings, in-service trainings, and staff retreats.
- Incumbent will perform any other assignment that will be considered necessary by his/her Supervisor.
- Will perform Volunteer visits as requested by supervisor.
- If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/[Country], the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.
- This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- Education:** College degree in language acquisition or related education specialty

- b. **Prior Work Experience:** At least two years of experience in teaching Spanish as a second language or at least 3 years of teaching English as a second language with proven ability to teach Spanish as a second language
- c. **Post Entry Training:** On the job training on PC regulations and related training regulations and procedures, and thorough orientation on the philosophy and goals of the Peace Corps
- d. **Language Proficiency:** Spanish. Good English level. English level III (B2) is desirable.
- e. **Knowledge:** Must have an in-depth understanding of the development needs and goals of the host country and of Colombia's cultural heritage and traditions, especially those of the Caribbean Region.
- f. **Skills and Abilities:** Ability to maintain good working relationships utilizing cross-cultural knowledge and skills with Peace Corps staff (American and Colombian), trainees, volunteers and host country families. Ability to develop and maintain mid-level contacts with local leaders and/or host government officials. Ability to render advice, employing sound judgment within Peace Corps guidelines. Basic computer skills (Microsoft Office) required. Ability to work alone and as a teammate. Must recognize and understand cross-cultural differences and give trainees and Volunteers effective guidance and skills necessary to manage those cultural differences and to live and work successfully in Colombia.

#### **POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent receives direct supervision from the Language and Culture Coordinator and oversight from the Training Manager
- b. **Available Guidelines:** Peace Corp Manual, Training Plan, Project Plan for the PC/Colombia TEL project, PC/ Colombia Volunteer Handbook.
- c. **Exercise of Judgment:** The incumbent utilizes available guidelines for most matters, however, must be able to make appropriate judgment calls when the need arises. The Language and Cultural Facilitator must be able to identify language acquisition difficulties as soon as they present themselves and inform the Language and Culture Coordinator, and/or Training Manager if needed, as well as provide recommendations for the Trainee.
- d. **Authority to Make Commitments:** The Language and Cultural Facilitator is not authorized to make commitments for Peace Corps Colombia
- e. **Nature, Level, and Purpose of Contacts:** The Language and Cultural Facilitator maintains work relations with local organizations and officials in order to facilitate Spanish language acquisition for Peace Corps Trainees
- f. **Supervision Exercised:** N.A.
- g. **Time required performing full range of duties after entry into the position:** Two months

Approved:

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Country Director / Director of Programming and Training